

~~SECRET~~

6 JUL 1964

MEMORANDUM FOR: Chief, Benefits and Services Division

SUBJECT : Annual Report - Fiscal Year 1964

1. The trend of business during the reporting period lived up to our expectations. The volume was heavy in most activities during the first half of the fiscal year and declined sufficiently in the last half to produce totals slightly less than the previous year. A statistical summary of selected CPB activities is attached. In addition to the regular travel processing the following were accomplished:

- a. The new "PCS Returnee Brochure" was received from the printer 17 June 1964 and copies were distributed to interested components throughout the Agency. Its reception was gratifying.
- b. In cooperation with the Office of Logistics short-term credit arrangements were established with [REDACTED].
- c. Receptionist service was provided to the Insurance Branch for their hospitalization claims activity.
- d. An informal survey was conducted for OTR to ascertain the per centage of participation in the "Americans Abroad" program by personnel going to the field PCS.

2. No new programs are planned for Fiscal Year 1965; however, constant effort will be made to find ways of refining and improving existing services and procedures.

[REDACTED]
Chief, Central Processing Branch

DOCUMENT NO.
NO CHANGE IN CLASS. LI
CI DECLASSIFIED

NEXT REVIEW DATE:

AUTH: HR 70-2

DATE: 10 MAR 1982

REVIEWER:

029 7 25

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

~~CONFIDENTIAL~~

25X1A

Approved For Release 2001/08/07 : CIA-RDP80-01826R000200030014-6

Approved For Release 2001/08/07 : CIA-RDP80-01826R000200030014-6